



The City Beautiful

City of Coral Gables Job Description

Job Title: Off Duty Coordinator
Department: Police
Classification: 6104
Pay grade: 15C
FLSA: Non-Exempt

Prepared Date: 6/06
Approved By:
Approved By:

Summary

Performs responsible work related to the administration of the Police Department's off-duty Police Officer program. Responsibilities include the coordination, monitoring, and review of part-time and full-time requests for office duty officers to be assigned to construction projects, long-term contract with business owner, or short-term agreement associated with an event in Coral Gables. Significant public contact is required. Exercises initiative and independent judgment under the general direction of a supervisor.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Examines requests for off-duty officer(s) and determines level of coverage needed.

Ensures ample coverage for business owners on a daily basis; residents for a private event, or the duration of a construction project or projects.

Assigns coordinator for long-term agreement(s).

Works with Parks and Recreation Director to ensure officer presence at special events within the City of Coral Gables.

Locates officer(s) to take assignment and coordinates schedules with private entity.

Reacts to cancellations by either party and works to replace officer(s) if necessary.

Makes site visit, as necessary, to evaluate potential safety hazards.

Administers billing and collections efforts.

Prepares reports for finance.

Assists auditors when necessary.

Maintains officer W-9 forms.

Notifies officers, on a quarterly basis, of administrative fees owed to the City.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of Police Department resources, operations, policies and procedures. Knowledge of codes, statutes, ordinances, general orders and applicable collective bargaining agreements. Knowledge of scheduling processes and systems, knowledge of basic accounting principles. Knowledge of traffic plans and patterns within the city. Ability to coordinate several functions simultaneously working with City Departments, and outside agencies. Ability to interpret codes and regulations related to special events and propose changes if necessary. Ability to analyze situations and determine proper course of action. Ability to effectively follow and apply general instructions in accordance with established policies. Ability to maintain records, reconcile money, and prepare reports. Ability to establish and maintain effective working relationships with business owners, residents, City Officials, management, co-workers and other City employees.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. Schedule may fluctuate at times and require action during evenings, nights and/or weekends. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

High school diploma or GED.

Three years of related experience.